

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL
HELD ON MONDAY 14th FEBRUARY 2022
AT THE VILLAGE HALL AT 7.31 PM

Present: Councillors Mrs B Thomas (Chairman), Mr J Roberts, Mrs G Gardner, Mr J Selley, Mrs A Vale, Mr N Day, Mrs A Miller and Miss G Widdowfield

In attendance: Mrs S Cowie (Assistant Clerk)

Minutes: Mrs S Cowie

21/486 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mr J Paxton, Mr S Laycock and Central Bedfordshire Ward Councillor Mr I Shingler.

21/487 SPECIFIC DECLARATIONS OF INTEREST

Members were reminded of the procedures regarding declaration of interests. There were none.

Councillor Day joined the meeting at 7.32 pm

21/488 CO-OPTION OF NEW COUNCILLOR & SIGNING OF DECLARATION OF OFFICE

Councillor Thomas asked whether Miss Widdowfield wished to be co-opted to the Parish Council. She confirmed her acceptance. Councillor Thomas **PROPOSED** that Miss Widdowfield be co-opted Councillor for Barton-le-Clay Parish Council, this was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**. The newly co-opted Councillor Widdowfield then signed her Declaration of Office, which was witnessed by the Assistant Clerk, Mrs S Cowie. Councillor Widdowfield then joined the meeting and was welcomed by the Chairman. Committee membership was confirmed as Highways, Leisure and Horticultural Show. Councillor Miller moved from the Leisure to the Planning Committee due to her role as Chair of the Neighbourhood Plan Steering Group.

21/489 POLICE REPORTS

489.1 To acknowledge receipt of Crime Statistics for December 2021

The Crime statistics for December 2021, taken from Police.uk website, were acknowledged. A total of 22 crimes were reported: 7 still under investigation, 5 where investigation complete, 4 unable to prosecute suspect, 5 with no further details and 1 where action to be taken by another organisation. The categories for December included: 5 violence/sexual offences, 5 antisocial behaviour, 4 criminal damage/arson, 4 vehicle crime, 2 burglary, 1 public order and 1 other theft. Members also received the yearly crime rates from 2016 to date. These were duly noted.

489.2 Update on priorities for the Community Policing Team

The meeting held online on 26th January was attended by Councillors Selley, Day and the Clerk. Information on the achievements over the past quarter were provided and the priorities for the coming quarter were agreed. Barton was given priority again this quarter with focus on providing visible policing in the Village problems areas. Antisocial behaviour in Leighton Buzzard and Linslade Parks will also given priority.

The presentation included information on the achievements working with Youth in surrounding parishes. Members were keen to see a similar project in Barton and asked whether a meeting could be arranged to find out how such a scheme could benefit Barton. **ACTION: Office to request meeting with the local team.**

21/490 PUBLIC QUESTION TIME – there were no members of public present.

21/491 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

491.1 Councillor Shingler was unable to attend, no written report was available. Councillor Day requested that a written report should be provided in cases where Councillor Shingler is unable to attend meetings in person. **ACTION: Office to request a written report from Councillor Shingler.**

21/492 PLANNING COMMITTEE REPORTS/UPDATE

492.1 **Matters arising from previous Planning Committee not included within agenda – information only** – there were none

492.2 **To receive the minutes of the Planning Committee meeting held on 31st January 2022 and to consider and ratify any recommendations contained therein**

A copy of the minutes was previously circulated to members. Councillor Roberts **PROPOSED** approval and ratification of the minutes of the meeting held on 31st January 2022, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

492.3 **Update on planning applications refused/granted**

A list of application decisions was circulated to members prior to the meeting. This was noted.

492.4 **Update on Enforcement Notices**

No formal Enforcement notices had been received. An update was provided on the following applications.

Development at 55-57 Hexton Road – no further update had been received.

Development of garage next to Maple House. The Enforcement Officer is discussing the changes to the building which are not in the approved plans. Until the garage is completed no investigation can take place regarding its suggested use for business purposes. A further update will be provided as the investigation progresses.

126 Norman Road – The Planning Enforcement Officer has been asked to visit the site where a new extension is being built to ensure it falls within permitted development criteria. The previous planning application was approved in 2014 but has now expired. Complaints regarding mud and use of the amenity land had been received and are under investigation.

492.5 **To consider and approve response to planning appeal in respect of CB/21/02044/FULL 14 Meadhook Drive**

The appeal and the Parish Councils previous response was reviewed. Following discussion Councillor Day **PROPOSED** that that comments previously submitted should be reiterated and that the Parish Council supports the assessment and refusal recommendation made by the Planning Officer. Councillor Gardner **SECONDED** the proposal and it was **UNANIMOUSLY CARRIED**.

492.6 **To receive the minutes from the Neighbourhood Plan Steering Group meeting held on 7th February 2022 and to consider and ratify any recommendations contained therein, including adoption of Terms of Reference**

A copy of the minutes was circulated to members prior to the meeting. The Steering Group had made good progress and established a timeline for the Plans completion. Councillor Gardner **PROPOSED** the ratification and recommendations of the Neighbourhood Plan Steering Group meeting held on 7th February, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

Councillor Gardner asked members to look at CPRE's website relating to Local Greenspace Plan and Designation of Local Green Space. In the past the Parish Council had not been successful in registering Lime Close as a village green and may wish to consider pursuing this. The Neighbourhood Plan has identified areas of green space within the village, including Lime Close. The item would be included on the next committee agenda for further discussion.

492.7 **To acknowledge the Luton Rising (London Luton Airport Ltd) statutory consultation on their proposals to increase capacity of the airport to 32million passengers per annum and agree any attendance at their community event**

Information regarding the proposed expansion of London Luton Airport and details of the community information events was acknowledged. The item would be discussed further at the next committee meeting.

21/493 MINUTES OF LAST MEETINGS

493.1 To receive and approve the minutes of the Full Council meeting held on 10th January 2022

The minutes of Full Council held on 10th January 2022 were circulated to members prior to the meeting. Councillor Thomas **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

493.2 **Matters arising outside of committee reports/updates** - none.

21/494 CHAIRMAN'S ANNOUNCEMENTS

494.1 Announcements as deemed appropriate by the Chairman

Councillor Thomas provided an update. A 'Thank you' letter has been received from Barton Kids Club for their S137 grant.

Councillor Thomas volunteered to represent the Parish Council at the service in Celebration of HM The Queen's Platinum Jubilee on Sunday 8th May 2022.

Councillors were reminded that they should return their completed Data Protection sheets to the Clerk as soon as possible. Newly co-opted Councillor Widdowfield will be issued with the relevant paperwork in due course.

494.2 To confirm the date for the Annual Parish Meeting and Annual Meeting of the Parish Council

It was agreed that both meetings should take place on Monday 9th May in the Village Hall.

21/495 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

495.1 Matters arising from previous Policies & Resources Committee not included within agenda - information only

The Clerk has arranged a meeting with the Safer Community Officer to discuss the possibility of holding a community event in Barton. In recent weeks similar events have taken place in other Parishes, including Maulden which was attended by Councillor Roberts and the Clerk. Councillor Roberts provided an overview of the Maulden event and confirmed that he would provide his feedback to the Clerk in time for her meeting on 16th February.

Following a query raised at the January Full Council meeting, the Clerk investigated the mileage rate for the Groundsman. This would be discussed further at the next Pay and Personnel sub-committee meeting.

495.2 To receive the minutes of the Policies & Resources Committee meeting held on 31st January 2022 and to consider and ratify any recommendations contained therein

The minutes were circulated to members prior to the meeting. Councillor Thomas **PROPOSED** the ratification and recommendations of the Policies and Resources committee meeting held on 31st January, **SECONDED** by Councillor Day and it was **UNANIMOUSLY CARRIED**.

495.3 To review and adopt Annual Investment Policy 2022/23

The policy was reviewed, there were no queries. Councillor Thomas **PROPOSED** adoption of the Annual Investment Policy 2022/23, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.

495.4 To acknowledge receipt of Internal Auditors Interim report as at January 2022

The interim report was acknowledged, everything was in order. Councillor Thomas congratulated the Clerk on a successful audit.

495.5 To approve the cost for delivery of the February newsletter

Councillor Thomas **PROPOSED** approval of the cost of £360 + VAT for delivery of the February Parish Newsletter by D2D Distribution. This was **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

Councillor Roberts left the meeting at 8.27 pm

495.6 **To receive update from the Queens Platinum Jubilee Working Group and agree actions necessary**

Since agreement that the Big Lunch event should take place on Arnold Recreation Ground, some members of the Working Group had raised concerns over the use of the land on a Sunday and possible breach of the Covenant. The Clerk had reviewed the Deed and confirmed that the event will not breach any covenant. The Charitable Trust had also offered their approval and support for the event. The Assistant Clerk is liaising with Central Bedfordshire Councils Safety Advisory Team regarding onsite facilities and licenses to ensure everything is in order. The next Working Group meeting will take place online on the 16th February.

495.7 **To retrospectively approve the purchase of bunting and to approve the cost to purchase a Platinum Jubilee Flag and additional bunting.**

Councillor Thomas **PROPOSED** retrospective approval of the cost of £13.98 inc. VAT to purchase 80 metres of bunting for use at the Jubilee event. Councillor Day **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**.

Members then considered the purchase of a Jubilee flag and additional bunting. Councillor Thomas **PROPOSED** approval of the purchase of 6 packs of bunting (40m per pack) and a jubilee flag at a total cost of £72.93. Councillor Miller **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**.

495.8 **TO ACKNOWLEDGE THE CENTRAL BEDS COUNCIL 'SCHOOLS FOR THE FUTURE' PRINCIPLES AND POLICIES COMMUNICATION**

Information on the proposed changes to schools was acknowledged. Councillors Miller and Day raised concerns over the proposal and following discussion it was agreed that the Parish Council's Schools representative should be asked to speak to the schools/governors to seek their views and establish how the Parish Council can support them.

495.9 **To acknowledge the Central Beds Council Draft Strategy Plan**

The plan was acknowledged by members. There were concerns over the low levels of proposed affordable housing which is unlikely to meet the housing need.

495.10 **To acknowledge the NALC briefing on the OFCOM consultation for review of the postal service regulation 2022-27 and agree any response**

The consultation briefing was acknowledged. It was agreed to take this item back to the next Policies and Resources committee meeting for further discussion.

21/496 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

496.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**

Minute point 21/445. At the January committee meeting the quote from James Pepper Memorials to lay down headstones where there is no known ownership and refix two headstones in the garden of rest was accepted. Since the meeting two families have agreed to take action themselves and meet the cost to reset their memorials. The February newsletter has been delivered to households and as agreed it included a list of all memorials which will be laid down and the timescales for the work. This provides a final opportunity for relatives to come forward before the work is carried out in early March.

St Nicholas Church Warden advised that during a recent structural survey of the Church Garden Wall, it was found that several sections are in very poor condition and at risk of falling. The Church Warden is organising a cordon of the areas affected and the grass cutting contractor has been advised. The Church are responsible for the garden wall, this item was for information only.

During the churchyard tree works, undertaken in December, the contractor advised that they did not carry out the agreed works to bush number 2327 due to a complaint from a resident. The office was not informed at the time and has asked the contractor to go back and complete the work as agreed, and as per the relevant approvals from CBC's Planning Department and St Albans Diocese.

496.2 **To receive the minutes of the Burial Grounds Committee meeting held on 24th January 2022 and to consider and ratify any recommendations contained therein.**

A copy of the minutes was circulated prior to the meeting, there were no queries. Councillor Gardner **PROPOSED** receipt and ratification of the recommendations made in the committee minutes of 24th January, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

496.3 **To acknowledge the Burial Ground and Churchyard inspections**

The Burial Ground and Churchyard inspections undertaken on 25th January and 8th February were acknowledged. Work on the buxus hedge had been completed, the contractor advised that he would remove the arisings as soon as possible. The Groundsman reported evidence of mole activity in the Burial Ground. The Assistant Clerk will seek advice on how to deal with this.

496.4 **To acknowledge the War Memorial inspection**

The War Memorial inspections undertaken on 25th January and 8th February were acknowledged. Everything was in order.

496.5 **To approve the cost for supply and planting of one standard rose bush**

This item was deferred as the quote was unavailable.

496.6 **To consider request for non-residents burial**

In 2018 permission was granted for a resident from Sharpenhoe to be buried in Barton as their own parish had no burial facilities. The resident has now moved to another parish which does have burial facilities and has asked whether the permission would be upheld. Members considered the request and, following discussion, it was agreed that the request should be declined as there are now other options available for the non-resident. Councillor Selley **PROPOSED** that the request should be declined, Councillor Miller **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**. The non-resident would be advised in due course.

21/497 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

497.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**

Minute point 21/348. News that the Parish Councils application for a grant to purchase a portable speed sign has been successful with £5,000 being awarded by the OPCC.

Minute point 21/470. The Clerk met with a representative of the Rotary Club to discuss litter picking around the village. The group plan to organise an event for the Great British Spring Clean and are happy to co-ordinate this and other regular litter picking activities. The Parish Council have been asked to consider purchasing litter picking equipment, which will be discussed at the next committee meeting.

A resident of Old Road contacted the Office regarding the barriers at the far end of Old Road. The barriers were put in place to prevent antisocial parking during the pandemic and the resident has asked for a more permanent solution to be considered. This item would be discussed at the next committee meeting.

Councillor Day reported fly tipping at the end of Old Road, the Office will investigate.

497.2 **To receive the minutes of the Highways & Environment Committee meeting held on 31st January 2022 and to consider and ratify any recommendations contained therein.**

A copy of the minutes was circulated prior to the meeting, there were no queries.

Councillor Day **PROPOSED** receipt and ratification of the recommendations made in the committee minutes of 31st January, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.

497.3 **To acknowledge the Bus Shelters inspections**

The bus shelter inspections of 8th February were acknowledged. Everything was in order.

497.4 **Update regarding the Central Beds Council Treescape planting in Barton-le-Clay**

Details of the tree planting were provided to members. Two trees by the war memorial will need to be felled due to disease, one new tree will be planted as part of the current scheme, the other will be reviewed in the next tree survey. The Christmas Lights committee were advised of the upcoming work and the lights for 'Gorgeous George' had now been removed and the family advised.

21/498 LEISURE COMMITTEE REPORT/UPDATE

498.1 **Matters arising from previous Leisure Committee not included within agenda – information only – there were no updates.**

498.2 **To acknowledge weekly Playground and Fitness Equipment Inspections**

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 11th, 17th, 25th January and 8th February were acknowledged.

498.3 **To consider and approve quotation for allotment central roadway repair and surfacing**

The quotation to level off the central road and apply graded road planings was considered. Following discussion, Councillor Thomas **PROPOSED** the quotation from Mr Horner to level off the central roadway, distribute the arisings on the site as agreed and to supply and lay graded road planings should be accepted – total maximum cost of £1,300 plus VAT. Councillor Miller **SECONDED** the proposal and it was **UNANIMOUSLY CARRIED**.

498.4 **To consider the 2022 Horticultural Show**

Members considered whether the show should go ahead this year. The past two years had been cancelled due to the pandemic and there were fears that the Show could be lost if it does not go ahead this year. Members were keen to see the Show go ahead, the Assistant Clerk was asked to check the availability of the Village Hall and to pass the Show Schedule to the committee ready for their first meeting.

21/499 SPORTS FIELD COMMITTEE REPORT/UPDATE

499.1 **Matters arising from previous Sports Field committee not included within agenda - information only**

The condition survey for the Pavilion has been received and will be discussed by the committee at their next meeting.

The new defibrillator cabinet for the Pavilion has arrived. The Groundsman will install the equipment as soon as possible and the Clerk is looking into the possibility of arranging a training session.

Following vehicle damage to the Sports Field entrance and pedestrian gates. Quotes for the repair have been sought. The pedestrian gate and frame has been badly damaged beyond repair, the jockey wheel used to assist the main vehicle gate broken and the wooden side fence panel broken beyond repair. The Clerk is in contact with the driver who will be asked to meet the repair costs.

499.2 **To consider request for Chiltern Youth League tournament at the Sports Field**

Members considered the request from the Chiltern Youth League to hold their annual Cup Final tournament on the sports pitches on Sunday 15th May. Although the groundsman will be on duty all day it was noted that additional marshals will be required to help with parking etc. Councillor Selley **PROPOSED** approval of the request to hold the tournament, however the League should be asked to provide adequate marshals to assist on the day. A fee of £200 plus VAT was agreed, which includes use of the pitches and Pavilion. Councillor Vale **SECONDED** the proposal and it was

UNANIMOUSLY CARRIED. Councillor Miller suggested that future hire costs should be reviewed and be sufficient to cover the increases in fuel costs.

21/500 MONTHLY FINANCIAL REPORTS

500.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for month 10

The monthly financial reports for January month-end were received by members. No issues were raised.

21/501 APPROVAL OF PAYMENT OF ACCOUNTS

501.1 To consider and approve payment of accounts as listed within the schedule or added at the meeting for February

The payments for February were provided to members prior to the meeting. Councillor Thomas **PROPOSED** approval of the payments for February, totalling £22,677.02, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED.**

21/502 TIME ALLOCATION FOR COMMITTEE MEETINGS

502.1 Dates available for committee/sub-committee meetings –

7th March - The Neighbourhood Plan Steering Group online meeting.

Committee meetings for 21st and 28th February would be agreed once Councillors availability was known.

21/503 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

None

The meeting closed at 10.13 pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 14th February 2022

Dated this the 14th March 2022

**COUNCILLOR B THOMAS
CHAIRMAN**

PAYMENT OF ACCOUNTS

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
21/0396	Everflow	Water Supply 07/02/2022 to 06/03/2022	£ 70.19	£ -	£ 70.19	SPLIT		DD
21/0432	Everflow	Water Supply 07/03/2022 to 06/04/2022	£ 23.11	£ -	£ 23.11	SPLIT		DD
21/0433	Central Bedfordshire Council	Council Tax - Sports Pavilion (Feb)	£ 489.00	£ -	£ 89.00	4811		DD
21/0434	Peninsula Business Services	H&S Support Services - Feb 2022	£ 107.64	£ 20.33	£ 27.97	4151		DD
21/0435	Cawleys	Skip Emptying - Burial Ground (Jan)	£ 36.34	£ 7.27	£ 43.61	4314		
21/0436	Cawleys	Skip Emptying - Office Recycling (Jan)	£ 5.78	£ 1.16	£ 6.94	4134		
21/0437	Cawleys	Skip Emptying - Allots (Jan)	£ 122.50	£ 24.50	£ 47.00	4134	£ 197.55	DD
21/0438	Scottish Power	Electricity - Parish office (01/01/22-31/01/22)	£ 57.14	£ 2.86	£ 60.00	4137		DD
21/0439	Crown Gas	Gas - Pavilion (01/01/22-31/01/22)	£ 152.81	£ 7.64	£ 60.45	4812		DD
21/0440	British Gas	Electric supply Pavilion (01/01/22-31/01/22)	£ 126.09	£ 6.30	£ 32.39	4806		DD
21/0441	Puzzle Technology Ltd	IT Support maintenance, Backup, licences – Feb	£ 186.80	£ 37.36	£ 24.16	4142		DD
21/0442	Cawleys	Annual Duty of Care Waste Transfer Note	£ 98.28	£ 19.66	£ 17.94	4134		DD
21/0443	Virginmedia	Fibre Broadband Office – Feb	£ 45.00	£ 9.00	£ 54.00	4105		DD
21/0444	Telefonica UK Ltd (O2)	Monthly Mobile Subscription – Feb	£ 12.00	£ 2.40	£ 14.40	4105		DD
21/0445	NEST	Pension payments January 2022 (Paymt due Feb)	£ 980.01	£ -	£ 80.01	526		DD
21/0446	HM Rev & Customs	Mth 10 PAYE	£ 775.40	£ -	£ 75.40	525		
21/0447	HM Rev & Customs	Mth 10 Nat. Emp'ee NI Contribution	£ 477.15	£ -	£ 77.15	525		
21/0448	HM Rev & Customs	Mth 10 Nat. Emp'er NI Contribution	£ 573.56	£ -	£ 73.56	525	£1,826.11	FP
21/0449	I Nicholls	February Salary	Salary	.	Salary	4002		FP
21/0450	S Cowie	February Salary	Salary		Salary	4001		FP
21/0451	C Callen	February Salary	Salary		Salary	4000		FP
21/0452	J Fitzgerald	February Salary	Salary		Salary	4003		FP
21/0453	K Small	February Salary	Salary		Salary	4004		FP
21/0454	S McConville	February Salary	Salary		Salary	4004		FP
	TOTAL SALARIES		£ 5,526.52	£ -	£ 5,526.52			
21/0455	J Fitzgerald	January Mileage 159 miles @ 60.1p	£ 95.56	£ -	£ 95.56	4107		FP
21/0325	Reynolds Landscaping Serv	Grass Cutting - Churchyard & Burial Grd Oct21	£ 360.00	£ 72.00	£ 432.00	SPLIT		FP

21/0457	Reynolds Landscaping Serv	Hedge cutting & path spraying Churchyd & BG	£ 718.00	£ 143.60	£ 861.60	SPLIT	£1,293.60	FP
21/0458	Barton Village Hall	Hire of Village Hall for meetings - December (x2)	£ 72.00	£ -	£ 72.00	4112		FP
21/0459	MJ Granger Grounds Maintenance	Hedge cutting – Allotments	£ 673.46	£ 134.69	£ 808.15	4604		FP
21/0460	Viking	Office stationery & Stamps	£ 67.84	£ 4.20	£ 72.04	SPLIT		FP
21/0461	TLG Electrical	Sound system for Remembrance Service	£ 180.00	£ -	£ 180.00	4325		FP
21/0462	Professional Pest Management Ltd	Pest control at Allotments 26/1/22	£ 65.53	£ 13.11	£ 78.64	4609		FP
21/0463	Steve Dear Tree Services Ltd	Tree works in Churchyard	£ 490.00	£ 98.00	£ 588.00	4321		FP
21/0464	P&R Property	Office and Garage quarterly rent	£ 2,000.00	£ -	£ 2,000.00	4137		FP
21/0465	Amazon UK	Jubilee Bunting	£ 11.64	£ 2.34	£ 13.98	4191/327		Dcard
21/0466	East Herts Signs & Engraving	Replacement signs Sports Field Access Rd	£ 385.73	£ 77.15	£ 462.88	4191		FP
21/0399	Peninsula Business Services	H&S Support Services - Jan 2022 (Inc cost)	£ 7.04	£ 1.33	£ 8.37	4151		DD
21/0467	TSB	Transfer from Savings Account	£ 7,000.00	£ -	£ 7,000.00	n/a		TF
		TOTAL FEBRUARY 2022 PAYMENTS	£ 21,992.12	£ 684.90	£22,677.02			